



# Joyce Frankland Academy

## Newport

Established 1588 ffree Grammer Schole of Newport

### New Starters' Handbook

**Year 7**  
**September 2023 Entry**





*It's all in a name...*

## Dame Joyce Frankland and the ffree Grammer Schole of Newport



Dame Joyce Frankland (1531-1588) was the only daughter of Robert Trappes, a wealthy goldsmith and a jeweller to King Henry VIII.

Dame Joyce Frankland's first husband was a merchant venturer named Henry Saxie with whom she had a son, William. Following Henry Saxie's death, Dame Joyce Frankland married William Frankland, a Lord of the Manor of an estate in Hertfordshire and a clothworker.

William Saxie studied at Cambridge University and then became part of Grays Inn in London. He was tragically killed by falling from a horse and Dame Joyce Frankland was grief stricken. She was comforted by Alexander Nowell who was the Dean of St Paul's and Rector of Much Hadham. When Dame Joyce Frankland cried, "*Oh my sonne! My sonne!*", Alexander Nowell replied, "*Comfort yourself, good Mrs Frankland, and I will tell you how you shall have twenty good*

*sonnes to comfort you in these sorrowes which you take for this one sonne...there be in universities so many pore youth...if you found certain fellowships and scholarships be bestowed upon studious young men...they be called Mrs Frankland's schollers, they should be in love towarde you as deare children.*"

When Dame Joyce Frankland wrote her will, she remembered Alexander Nowell's words. She made many educational bequests, including to Gonville and Caius College and Emmanuel College in Cambridge and Brasenose and Lincoln College in Oxford. She also founded the ffree Grammer Schole of Newport.

In her will, Dame Joyce Frankland explained that she founded the school in the "*Great and Poor Town*" of Newport, Essex, "*for the Love I bear to Learning, and to have Youth well brought up and instructed in ...Learning and good manners, whereby they may be good Members of the Common Wealth.*"

In order to fund the school Dame Joyce Frankland bequeathed, amongst other things, the Tithe of Banstead, which is an area of land she owned in Surrey.

John Morden, who studied at Peterhouse College, Cambridge, became the first Master of the school in 1588.

*Extracts from 'Newport Free Grammar School, A Brief History' compiled by Fred Thompson, History Master between 1937 and 1975.*



# Welcome to Joyce Frankland Academy, Newport

We are delighted that you have chosen Joyce Frankland Academy, Newport for your child's secondary education and we look forward to working with you to ensure your child has a positive start to their journey at our Academy.

The first step in the process is to ensure a smooth transition from Key Stage Two to Key Stage Three. Over the coming months, we will send out all of the information you will need to ensure that your child is fully prepared to start with us in September.

We recognise that transferring from primary to secondary education can be both an exciting and daunting time for both pupils and parents and as such, we are keen to do as much as possible to ensure that you and your child feel fully prepared for it especially in these challenging times. To this end, I ask you to spend some time reading this booklet with your child. I hope that the information should answer some of the many questions I am sure you and your child have. Should any of your queries not be answered in this booklet, please, do not hesitate to contact the Academy.

Along with all of my colleagues, I very much look forward to welcoming you and your child into the Joyce Frankland Academy community.

**Ms Jenner**  
**Head of Year 7 2023**





## **Getting ready for September: SIMS Parent App**

The Academy use the SIMS Parent App to provide real-time information to parents. The information that you receive through the App will help you stay up-to-date with your child's school life as well as support your child's development and progress. The Parent App is accessible from a smartphone, tablet or PC – anytime, anywhere.

**All information regarding transition will be shared through the SIMS Parent App.  
Therefore, we ask that you download and register with the App immediately  
as key information may be missed should you fail to do so.**

**The App invite will only be sent to the email address provided in your child's application.**  
**Please note: The invite is not sent directly from the Academy but through Capita SIMS.**  
**Please check your junk/spam inbox.**

**The following documentation will be sent to you via the SIMS Parent App for your attention:**

- Additional Information and Home School Agreement form: Please complete this online form by **Monday 01<sup>st</sup> May 2023.**
- Information regarding PMXParentmail and details on how to register.

**The following documentation will be sent to you via the SIMS Parent App and is also available to download via the Academy's website:**

- Information regarding music lessons
- Welcome letter and information from the Newport Parents and Friends Association

*Please note you will not receive an invite for the Sims Parent App if you already have a child at the Academy as they will automatically merge onto your existing account once they join us in September. You will however still need to complete the data collection section, via the Sims ParentApp for your Year 7 child.*

## **Getting ready for September: Tutor Groups**

Tutor groups are designed with one of the Academy's key aims in mind; that is to develop a strong community. Dame Joyce Frankland wrote in her will that the students of Newport are to be educated, "*whereby they may be good Members of the Common Wealth*". We uphold this mantra today.

In addition to participating in a programme of tutor time activities, all students attend weekly assemblies. These are delivered by the Head of Year or members of the leadership team and explore a wide range of topical issues that aim to develop students' perspective and understanding of the world around them.

Please note that to encourage new friendships and provide students with the opportunity to develop a wider social circle we will seek to place students appropriately into form groups. Details of your son/daughters form and house will be confirmed before the end of this academic year on their transition day.



## **Getting ready for September: Uniform**

We are all proud of our Academy and student uniform plays a key part in this. If students maintain high personal standards with their uniform, it gives them a sense of belonging to the Academy and helps with personal discipline. All students in Years 7-11 must wear correct Academy uniform which is defined as:

<b>Blazer</b>	Plain navy with the Academy logo.
<b>Jumper</b>	Plain navy V neck with the Academy logo
<b>Shirt</b>	Plain white to be worn tucked in. Both short and long sleeve shirts are permitted.
<b>Kilt/skirt</b>	In the Academy tartan and to sit just above the knee.
<b>Trousers</b>	Plain black or charcoal grey, tailored fit.
<b>Tie</b>	Knotted closely to the shirt collar, covering the top button and worn at reasonable length. Each House has its own colour tie, and to enable you to purchase the correct tie your child will be notified of their House before the end of the current academic school year.
<b>Shoes</b>	Plain black, smart, leather or leather-look.
<b>Belt</b>	Only plain, black belts are accepted.
<b>Socks/Tights</b>	Trousers: dark socks. Kilts: black ankle socks. Black tights of minimum 40 denier.
<b>Outerwear</b>	Dark coloured coats and scarves may be worn during cold weather but must be removed upon entering the Academy buildings.
<b>Jewellery</b>	Students are only allowed a watch and small earrings ( <i>one in each ear</i> ). These must be either small stud earrings or very small hoops. Facial and body piercings are not allowed, this includes tongue piercings and clear plastic facial jewellery.
<b>Hairstyles</b>	Extreme hairstyles and unnatural hair colours are not permitted.

Please note we are currently reviewing the uniform, and we highly recommend that you do not purchase any uniform items until June 2023.

### **Purchasing Uniform**

Your daughter/son's Academy uniform can be purchased from Gray Palmer, 47 High Street, Saffron Walden. [www.graypalmer.co.uk](http://www.graypalmer.co.uk). ***Please note that uniform is not available directly from the Academy***

### **Uniform Grants**

If your daughter/son is entitled to free school meals you may be eligible for a uniform grant, assistance with educational visits and music tuition. Parents who qualify may request free uniform twice in the student's Academy career. If you believe you may qualify for a grant, please contact the Academy's Finance Department.



## **Getting ready for September: PE Kit**

### **Required items**

Navy and yellow school polo shirt  
Navy and yellow rugby shorts or games skort with school logo  
Reversible rugby shirt (boys)  
House colour games socks  
Footwear appropriate to the sport - football boots or trainers

### **Optional Items**

Navy and yellow PE sweatshirt with school logo  
School team socks yellow with school initials (*for team players*)



### **Gum Shields**

It is now compulsory for all children to wear a gum shield when playing hockey and rugby. These can be obtained from local sports shops. If your child already has a gum shield, please check that it does still fit as they may require a new one to be fitted. If your daughter/son has a brace, we strongly recommend that they get specific mouth protection; please check with your orthodontist for advice.

## **Getting ready for September: Equipment**

### **Stationery**

Subject teachers will issue students with all necessary exercise books and text books, however, parents/carers should make sure that students have the following equipment as a minimum. Please check periodically that they still have this equipment.

- Black, green and red pens, pencil, highlighter, rubber and ruler
- Coloured pencils (*felt tip pens are not suitable in many subjects*)
- Pocket English dictionary
- Oxford Learner's or Collins Easy Learning Dictionary for each language studied
- Scientific calculator
- Maths set: compass, set square, protractor

### **Mobile Phones and Other Valuables** (*for further information, please refer to the Academy's Behaviour Policy*)

The use of mobile phones or similar devices are prohibited at the Academy. Students who need to contact parents/carers should do so via student reception. The Academy are not responsible for any loss or damage to valuable items.

### **Lost Property**

It is inevitable that at times property does get misplaced. Students should check in the places they have been that day in the first instance. Lost property is kept in Student Reception or the PE Department if left in the PE changing rooms. Items that have not been collected by their owner are passed to the site team for storage until the end of term. To avoid loss of property please ensure that all belongings (especially coats, musical instruments, PE kits) are labelled as this greatly facilitates the return of items to students.





## **Getting ready for September: Homework**

Homework plays an integral part in supporting students' learning in lessons and should be related directly to that learning. Homework will be set regularly and with the following aims:

- To continue to challenge students learning in an independent manner
- To provide students with opportunities to extend their learning
- To develop organisation and self discipline skills in all students.

The Academy use the SIMS Student App to log homework tasks. Students will receive an individual login to access their account informing them of the task set, requirements of the task and the date the homework is due.



Students are responsible for completing their homework on time and to a high standard. Students should spend the allotted time on each piece of homework and ask their teacher for assistance if needed.

We ask that parents/carers support the Academy by ensuring that their son/daughter completes their homework to the best of their ability. Issues around homework should be directed to the subject teacher in the first instance.

## **Additional Support: Learning Support Team**

A whole Academy, inclusive approach is taken with students with Special Educational Needs and Disabilities (SEND). Special Education is where students require education which is different or additional to that made generally for other students of the same age in order for them to make progress and achieve some success.

The Learning Support Team consists of the Special Educational Needs and Disabilities Coordinator (SENDCO), a SEND Administrator and a small team of dedicated Teaching Assistants who are deployed throughout the Academy.

When a student joins the Academy in Year 7, key information is gathered and shared during the transition process. This includes liaison with:-

- feeder primary schools to discuss current level of support;
- parents/carers;
- outside agencies, if applicable; and
- liaison with County in the case of students with existing EHCPs

The SENDCO will also analyse any SEND reports, KS2 SATS data and CATs scores for each student.

High Quality Teaching provides a consistent and challenging learning environment with suitable differentiation according to all students' needs and, as such, is the most important aspect of our provision. The majority of students will achieve and make good progress in this environment.



Students with Additional School Intervention or High Need (Education, Health, Care, Plans - EHCPs) will be placed on the SEND register. All students on the SEND register have a key-worker (a named Teaching Assistant) who meets regularly with the student to review progress. For these students a personalised plan with suggested strategies is drawn up and distributed to all teaching staff. The plan is reviewed regularly and new outcomes set. This is called the Assess, Plan, Do, Review (APDR) cycle and forms the basis of support.

Not all students who were on their SEND Register at Primary school will necessarily need to remain on the SEND register (see High Quality Teaching above) and this will be monitored during the autumn term. Students who were previously on a SEND register but who no longer require special education provision in order to access the curriculum and make progress in line with expectations, may be placed on the Tier 2 Monitoring List. This list indicates the main learning needs of individuals and provides suggested strategies to teaching staff. This list is reviewed on a regular basis.

### **Interventions by the Learning Support Team**

Following the transition process above, if a student has an identified need, provision will vary depending on need. For example, in-class TA support with differentiation; small group withdrawal groups for additional literacy and numeracy support or access to an Educational Psychologist. A Homework Club runs every lunchtime in the Sharman Building and all students are welcome to attend. It is supervised by teaching assistants who are able to support students with homework.

We believe that communication is key to developing a good relationship between parents, school and student, so please do not hesitate to get in touch with SENDCO, to discuss your child if you have any concerns about their specific learning needs (SEND Administrator: [capostolou@joycefrankland.org](mailto:capostolou@joycefrankland.org)).

For more information, please consult the SEND Info and SEND policy, which are both available to view on the Academy website.







## Practical Information: Contacting the Academy

### **Pastoral Questions**

The first point of contact for any general questions will be your son/daughters form tutor. Throughout each student's school career, the form tutor plays a vital role in supporting both their academic and pastoral needs and will meet with their tutor group every day during registration. Your son/daughter will be advised of their house/form and introduced to their form tutor on transition day.

**Ms Jenner**, the Head of Year 7 will oversee all of the Year 7 form groups. The Head of Year will work with form tutors to monitor attainment, behaviour and the welfare of the students.

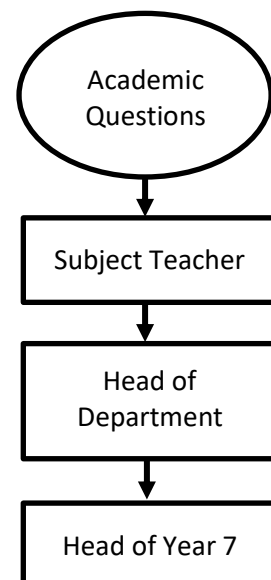
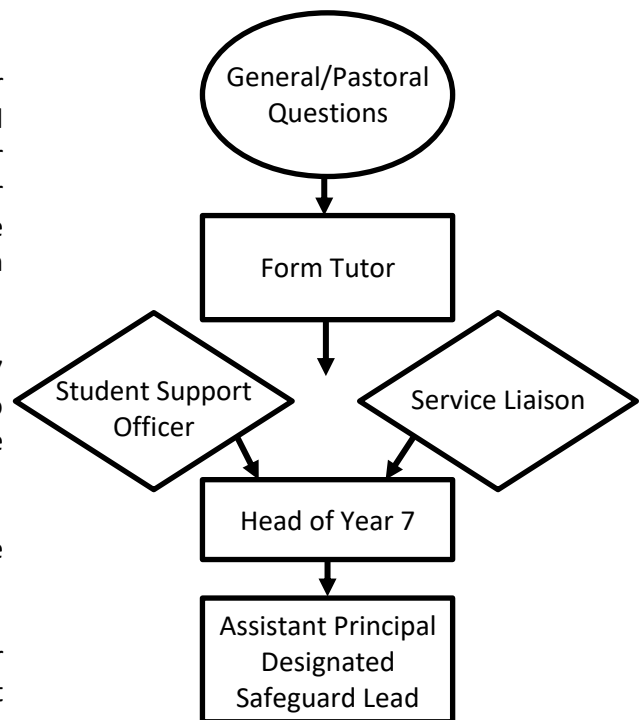
**Ms Gradisnik** is Assistant Head of Year. She will support the Head of Year with the day to day running of Year 7.

**Ms Pierre** and **Ms Porter** are our Student Support Officers for Year 7 and they are on hand to offer pastoral care. Due to not having teaching commitments, they are available to students throughout the day including at break and lunchtime. Ms Pierre also supports all of our students whose parents are in the Armed Forces, particularly during all key transition phases and regularly meets with the welfare team at Carver Barracks.

### **Academic Questions**

For subject specific questions, please contact the subject teacher directly. The best way of contacting your son/daughter's teacher is via their school email; individual staff email addresses follow this format: [cjenner@joycefrankland.org](mailto:cjenner@joycefrankland.org)

Please be mindful that due to teaching commitments, you may not receive an immediate response; we do however ask that staff respond to parental queries within in two working days. For any general questions, please contact main reception and our admin team will be happy to assist.





## **Practical Information: Term and Holiday Dates 2023/2024**

### **Autumn Term 2023**

Friday 30 <sup>th</sup> June	: Transition Day for Year 7
Tuesday 5 <sup>th</sup> September	: Term starts for Year 7
Monday 23 <sup>rd</sup> – Friday 27 <sup>th</sup> October	: Half term
Wednesday 20 <sup>th</sup> December	: Term ends

### **Spring Term 2024**

Thursday 4 <sup>th</sup> January	: Term starts
Monday 19 <sup>th</sup> – Friday 23 <sup>rd</sup> February	: Half term
Thursday 28 <sup>th</sup> March	: Term ends

### **Summer Term 2024**

Monday 15 <sup>th</sup> April	: Term starts
Monday 27 <sup>th</sup> May – Friday 31 <sup>st</sup> May	: Half term
Friday 19 <sup>th</sup> July	: Term ends

In addition, there will be a small number of non-pupil days, the dates of which will be advised in due course.

## **Practical Information: The Academy Day**

Students should arrive to school before the first bell at 8:35am and report to their form room for registration. If students arrive after the beginning of registration, they should report to student reception to sign in, providing a reason for their lateness. Lateness will always be challenged.

The Academy day consists of 5 one-hour lessons including a 20-minute registration with the form tutor, a 20-minute morning break and 1-hour lunch break.

The school day ends at 15:15.

### **Timetables**

The school operates on a two-week timetable, which will be issued to all students on their first day in September. Students can also access their time timetable via the SIMS Student app.



## **Practical Information: Purchasing Food**

Joyce Frankland Academy, Newport operates a cashless system to purchase refreshments from the school canteen and the outside servery at both break and lunchtimes. Money can be added to your child's account through the PMXParentmail App. Your child will be asked to give a biometric thumb print during their first week, this they will use to pay for any food or drink items. However, until this is set up, we ask that they bring a packed lunch on their first day/s.

### **Free School Meals Eligibility**

Your child may be eligible for free school meals and additional Pupil Premium funding if you are in receipt of any of the following:

- Income support
- Income based Jobseeker's Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income below £16,190
- Pension Guarantee Credit
- Income related Employment and Support Allowance
- Support under part 6 of the Immigration and Asylum Act, 1999
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children, who are paid these benefits directly, instead of through a parent/carer, are also eligible free school meals.

Check if you are eligible for free school meals, and to apply with the following link:

[Apply for free school meals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-free-school-meals)

Please contact Essex School Admissions on 0345 603 2200 for further information.

*Please note that the Academy cannot apply on behalf of a parent/carer.*





## **Practical Information: Getting to the Academy**

### **Train**

Students who catch the train can buy either a daily ticket or a season ticket. Termly as well as academic year season tickets are available through Greater Anglia.

<https://railplus.greateranglia.co.uk/scholars/termly-seasons.html>

When students disembark in Newport they should walk through the village along the High Street and turn down Elephant Green to bring them to the Academy via the Croft. They should not walk along Bury Water Lane as there is no pavement and the road is narrow. When they return to the station they should again use the High Street and enter the front of the station. The back entry via Debden road, which involves crossing the railway bridge, is unsafe due to the lack of footpath and volume of traffic.

### **Bus**

Students travelling by school contract bus will disembark on Bury Water Lane. During the afternoon students should assemble outside the Sharman building where members of staff will be on duty each day to supervise the departure of the buses.

Students travelling by the public bus service disembark at the bus stop on Cambridge road and should return to the bus stop at the end of the school day.

The Academy have no authority over bus routes and timetables.

If you have any queries about the buses that serve Newport or to purchase a scholar's ticket please contact the Scholar's Sales Team on 0345 200 4134 or consult <http://www.essexhighways.org/Transport-and-Roads/Getting-Around/Bus/Scholar-season-tickets.aspx>

To enquire about eligibility for transport provision entitlement please consult the Essex Education Transport and Awards Team on 0345 603 2200 or consult <http://www.essex.gov.uk/Education-Schools/Travel-School>

### **Car**

A one-way system operates for buses and cars to avoid congestion along School Lane and Bury Water Lane. However, as access is very limited the Academy recommended that students arriving by car are dropped off and collected from Newport train station car park and walk into/from school. Please be courteous to other road users and residents when dropping off your son/daughter.



## **Co-Curricular Activities: Clubs and Groups**

Below are examples of clubs and activities which take place either at lunchtime or after school (subject to change):

Art	Games
Astrophysics	Hockey
Athletics	Music
Badminton	Rounders
Basketball	Running
Computing	Shooting Hoops
Chemistry	Stage Building
Cricket	Tennis and Table Tennis
Cross country	Warhammer
Dance	Duke of Edinburgh Award
Drama	Football
Languages Films	Library

A timetable of each term's activities will be available on the Academy website. Activities will normally commence a few weeks after the start of the Autumn term.

## **Co-Curricular Activities:**

### **Music Tuition**

If your child is interested in receiving co-curricular music tuition at school, please refer to the information included in the transition area of the Academy website. This information will also be shared via the SIMS Parent App.

Lessons are individual and are instrument specific and can last for 15 or 30 minutes per week. The costs of these lessons are stated in the information document.







## **Practical Information: Academy Policies**

All Academy policies are available on the Academy website and are updated regularly as per statutory requirements.

For information concerning Academy expectations please refer to the Academy Rules policy.

Information regarding the Academy's attendance and absence procedures, including medical appointments and NHS guidelines on illness, can be found within the Attendance Policy.

## **Practical Information: Health**

### **Feeling ill at the Academy**

If your child feels ill during the Academy day they should inform their teacher who will send them to student reception if appropriate. The admin team will then assess the situation. The Academy will contact parents/carers should they need to be collected. Parents/carers will always be contacted in the event of a report of a bump to the head, regardless of severity. It is essential that the Academy has up to date contact details and should be advised if these details change at any time.

### **Painkillers and other medication**

All medication, including Epi pens and/or asthma inhalers, as well as self-prescribed pain relief, such as paracetamol, must be clearly labelled and given to student reception along with parental permission. Admin staff will administer medication as and when needed. Parents/carers should ensure that both Epi Pens and asthma inhalers are in date.

### **First Aid**

The Academy has a number of first aid trained staff. In the event of an accident/illness, a first aider will be called to assess the situation, offer support and decide on next steps.

### **School Health Team**

The Academy nurse visits the school on a fortnightly basis, and with the help of the Schools Health Team offers routine immunisation, health promotion, support and advice. If you feel your son/daughter would benefit from seeing the Academy nurse or should your child have a specific medical condition which you would like to discuss further, please contact the Pastoral Team.

### **Disability**

We are an inclusive Academy. Please advise us if you or your child has a disability so that we can prepare ourselves to best cater for specific needs.



**Notes:**



**Notes:**



**Joyce Frankland Academy, Newport**  
**Bury Water Lane**  
**Newport**  
**Saffron Walden**  
**Essex**  
**CB11 3TR**

<b>Tel:</b>	<b>01799 540237</b>
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<b>Website:</b>	<b><a href="http://www.jfan.org.uk">www.jfan.org.uk</a></b>